

# Frequently Asked Questions

## 2005-2007 GENERAL CONSULTANT SERVICES

### Prequalification Application

Question #1	The Supplemental Questions for Traditional Survey appear to be identical to the questions for GPS Survey. Is this correct?
Response	<b>The questions you reference do appear to be the same at first glance, but there are a few differences. Questions 1, 2, 4 and 7 are identical. Questions 3, 5 and 6 are slightly different; easier to spot when you compare paper copies.</b>
Question #2	For the Maine DOT General Consultant Agreement/Multi-Year Contracts, will the Maine DOT salary/overhead caps be applied for work through these contracts?
Response	<b>Yes, Maine DOT salary/overhead caps will be applied for work through any of these General Consultant Agreements/Multi-Year Contracts. Appendix B, Page 35 of our <a href="#">Consultant General Conditions</a> covers this.</b>
Question #3	When responding to the General and Service Criteria and answering Supplemental Questions; can the answers be submitted on a separate page or should they be typed on the form itself? I found that when the form is downloaded it does not allow you to type answers after the questions directly on the form.
Response	<b>It is intended that the General and Service Criteria and Supplemental Questions be answered on separate sheets. You should be able to copy and paste the question being answered from the Prequalification Application to the sheets you are composing. The Application itself is a protected document.</b>
Question #4	55000 Capital Resources Program lists two services they are looking for: On-site visits and project close-outs. What does this entail and is there more information regarding this unit and their requested services?
Response	<b><u>Basically we would be looking for someone who:</u></b> * Knows the MDOT Standard Specifications and policies and can interpret and apply them. Acts as a resource on these issues for MDOT field personnel. * Knows the FHWA requirements for Project record keeping. * Will conduct on-Project record inspections with DOT & Consultant Residents. <b>This includes the education and training of Residents in areas where their records are non-compliant.</b> * Review Project records turned in by Residents and "Final out the job" to ensure that Federal participation requirements are met.
Question #5	The Firm General Information Form does not allow you to paste in an image for the signature. Can you suggest how to unlock the document or another way of placing the signature image into it?
Response	<b>One option might be to print the completed form, sign the paper version, then scan it and attach that image to your electronic submittal. You could also click on "Tools" in the taskbar and then "Unprotect Document", it should then allow you to paste in the signature image anywhere you wish. However, once the "Form" is unprotected, it will cease to respond as a fill in the blanks/check-off form.</b>
Question #6	A) When the supplemental question does not state a page limit, how does it fit into the 2 page General Criteria, or 4 page Services Criteria pages? B) When the supplemental question does state a page limit, is that over and above the 2 and 4 page limits specified for the General and Services criteria?
Response	<b>A) There is no specific page limit on the Supplemental Criteria/Questions unless stated therein.  B) Yes.</b>

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Question #7	Under 16000, inspection, I assume that 608 Materials testing/inspection is considered QA testing for the Department, and not a means to find out who is doing QC testing for the contractor?
Response	<b>You assume correctly, there would be no involvement with a contractor's QC testing through this process. We would however be careful not to allow the same firm to provide both QC and QA services on the same project.</b>
Question #8	The services listed are often very specific and limited. The Application states that there is a 4 page maximum for each service. Does that mean that if we're submitting 203 Bridge Design, that lists Major, Culvert, and Rehabilitation as 3 services, that we could have 12 pages for Bridge Design? Or 4 pages? To elaborate more on this question, I see that each service starts on a new page. Does that mean I can't combine the 3 services listed below, even though there are many commonalities in our qualifications for each of those 3 services? Can I combine them all into one write-up?
Response	<b>Your submittal for each numbered Unit should contain separate Service Criteria write-ups (up to 4 pages) for each listed service that is checked off on Consultant Services Listing Needs Assessment form. That would give a total of up to 12 pages for the 3 services listed under Bridge Design. It does create duplication perhaps on your end, but it helps collect the information in one place here for the Programs to use in selecting firms for each service they have listed.</b>
Question #9	The supplemental questions (in bridge for example) seem to apply to bridge design in general. Do I answer those questions within the 4 pages of one of the services, though they apply to all? Or repeat the answers for each service? I assume no additional pages will be allowed to answer them.
Response	<b>There are no page limits for supplemental questions unless stated as part of the question and they do not take away from the page limits listed for either General or Service Criteria. Some supplemental questions in the Application are specific to a listed service with a check box, but the Bridge Design questions are more general. So in this case you need only respond to them once under Bridge Design.</b>
Question #10	Please define "Unit" in reference to the response to the Prequalification Application. For instance, is "30000 - Passenger Transportation" considered a Unit, or "101 Transit Planning", or "101.2 Rural Needs Studies"?
Response	<b>Yes, the "Unit" is 30000-Passenger Transportation and 101 Transit would be a service.</b>
Question #11	Please clarify on page 3, <u>Page Limitation and Format</u> ; is it intended that one completed application be submitted for a unit number and that application can include multiple service numbers (with associated service criteria) under that unit number? Or, does each service name require its own application?
Response	<b>It is intended that there be 1 completed application for each numbered Unit. Each service that you wish to submit for within that Unit should include responses to the Service Criteria as specified in the Prequalification Application and any Supplemental Questions that apply to those services.</b>

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Question #12	Section 18000 Environmental, section 505, has questions for environmental investigations & waste management, but steps in between (feasibility studies, remedial design, cost estimating, etc.) are not included. Does this indicate the Dept. does not use these services, or that these services are performed through another means or contract mechanism?
Response	<b>We view “environmental investigations” in this context to be incidental to routine transportation improvement projects; situations where we might be dealing with a roadside gasoline station, dry cleaners, or other business using potentially hazardous chemicals. “Waste management” is more directed at ongoing activities in our materials testing labs and maintenance units. A project involving significant feasibility study, remedial design, cost estimating, etc.; would most likely be the subject of an independent RFP.</b>
Question #13	Under 18000 Environmental, what sort of tasks/services are defined as being part of “Interpretive Planning”?
Response	<p><b>Interpretive planning could include but is not limited to the solicitation, research, design, and implementation of interpretive features for MaineDOT Scenic overlooks, picnic areas, regional scenic byways features or rest areas and or regional tourism or historic attractions. This could include solicitation of and research of rural regional resources including historical societies, regional planners, corridor committees, etc. for the development of brochures or interpretive panels.</b></p> <p><b>Implementation would include development of appropriate graphics and (usually) bilingual storylines for approval by a variety of team members. Appropriate elements could include local and regional history, geology, natural history, agriculture, transportation, architecture, forestry, industry and technology, art, poetry, etc., as appropriate.</b></p> <p><b>Primary products should include graphic design to coordinate brochures, maps, exterior signage, kiosks, design and contract documents for production and implementation specifications including selection of materials, appropriate sign production technologies, and site-specific location and installation detailing including appropriate granite work, metal work, carpentry, and similar trades.</b></p> <p><b>An additional audio/visual component could at some time in the future include audio and/or website development, audio tour or promotional material and/or CD and computer technologies for similar interpretive projects.</b></p>
Question #14	Are subconsultants' qualifications to be included and considered as part of qualifying for individual units, or should we only include qualifications and resumes for prime firm?
Response	<b>This Prequalification Application is intended to include only information for the submitting consultant firm.</b>
Question #15	The Application states that responses to the two General Criteria (A & B) are limited to two pages for each unit - does this mean two pages for each criterion, or two total for both A & B?
Response	<b>The limit is 2 pages total for General Criteria (A&amp;B together) with each completed application submitted to a numbered Unit.</b>

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Question #16	Page 3 of the Prequalification Application states that responses to service criteria (Criteria 1 & 2) are limited to 4 pages for each service area. Does that allow us a total of four pages for "Experience in Area of Expertise" and another four pages for "Consultant Firm Staff" or a total of 4 pages combined for these two criteria?
Response	<b>Just as with General Criteria, this allowance is a total of 4 pages (1&amp;2 together). However, if there is a "major" service area listed (no check box) with 2 or more check boxes under it, then the 4 pages limit applies to each service area checked on Attachment B of the RFQ.</b>
Question #17	Once prequalified, is there any assurance the firm will be awarded any work?
Response	<b>No, but if transportation project services are needed during this period beyond the resources we have available then the prequalified list is the first and most likely source of those services.</b>
Question #18	Some Supplemental Questions are geared to a General Service Section and not necessarily to a Service Subsection with the checked box. If we are to submit our qualifications based on any service with a check box where do we respond to the supplemental questions that go to a General Service Section? Do we have to answer the same questions for each Service Subsection or just once?
Response	<b>When Supplemental Questions apply to a general category with no check box you need only respond to them once just as if they were an extension to the General Criteria.</b>
Question #19	Many of the supplemental questions ask us to state our project experience. Is it okay to refer the readers to the Service Criteria Questions in that same section?
Response	<b>Yes.</b>
Question #20	Can clarification be provided for the type of services/qualifications being requested for Unit 40000, Service 113 Transportation Research? The services 113.1 and 113.2 are relatively broad and open to interpretation.
Response	<p><b>We agree they are broad areas, but with the listings below, perhaps less open to interpretation:</b></p> <p><b><u>113.1 Policy, Planning &amp; Environment</u> -</b></p> <p><b>Transportation economics</b></p> <p><b>Administration - finance, HR, information systems</b></p> <p><b>Legal issues</b></p> <p><b>Long range or short term planning</b></p> <p><b>Land use</b></p> <p><b>Corridor planning</b></p> <p><b>Asset Management</b></p> <p><b>Multimodalism</b></p> <p><b>Wetlands</b></p> <p><b>Habitat</b></p> <p><b>Historical significance</b></p>

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	<b>113.2 Technical -</b> <b>Materials - pavements, concrete</b> <b>Maintenance &amp; operations</b> <b>Traffic Engineering</b> <b>Design</b> <b>Construction</b> <b>Geotechnical</b> <b>Safety</b> <b>Bridges</b> <b>Highways</b>
Question #21	Can an individual who is a PM in one unit and a non-PM in another unit have a two-page resume?
Response	<b>Project Managers (and Principals) are allowed 2 pages and resumes are to be submitted only once in the “Resume File” as specified. An individual such as you suggest could have a single 2 page resume.</b>
Question #22	Can clarification be provided for the type of services/qualifications being requested for Unit 72000 – Bridge Maintenance, Service 501 Environmental Consulting?
Response	<b>These services will center on hazardous waste contingency planning and review of engineering controls relative to laboratory testing &amp; field activities associated with these materials.</b>
Question #23	In Unit 52000, Service 503 Geotechnical, under the first question, Experience of Geotechnical Firm, please clarify item (3). Is the need for accelerated construction driven by project schedule, or settlement/stability issues, or possibly both?
Response	<b>“Accelerated construction” in this context refers to rapid foundation construction alternatives for the purpose of shortened construction schedules. Accelerated construction technologies or processes in the geotechnical field might employ precast foundation elements, rapid pile construction methods, column supported embankments, lightweight fills, etc.</b>